

# Interagency Council on Affordable Housing

## Rules of Procedure

### I. Council Composition:

- Council is comprised of 13 members

### II. Voting:

- The majority of the appointed membership of the Council will constitute a quorum for the approval of business at the meetings. Majority vote 7/13 is a quorum.
- The Council will work to reach consensus on decisions regarding policy and procedural votes.
- Council members may not vote by email.

### III. Proxy Vote:

- Council members may not delegate their voting power to other members or representatives to vote in their absence. Council members must attend in person to vote, proxies are welcome to attend a meeting and participate in discussion but are unable to vote.

### IV. Executive Session:

- An executive session is a meeting closed to all but the members and staff of the Council. Other members may be invited to attend when they have important information to share.
- A Council member may make a motion to adjourn into an executive session and the motion must be adopted by a majority vote. If the motion is adopted, all nonmembers are requested to leave the meeting, until the members vote to end the executive session.
- Business conducted in an executive session is confidential and known only to its members. Members and other participants are not to divulge the proceedings of an executive session. Minutes of an executive session are read and approved only in an executive session.

### V. Special Meetings:

- In addition to regularly scheduled Council meetings, the Chair of the Council may call a special meeting. Notice of the time, place, and purpose of the

meeting will be sent to all members in advance of the meeting. At a special meeting, agenda items will be limited to those listed on the Council agenda.

VI. Freedom of Information:

- The Council shall conduct meetings in accordance with the Connecticut Freedom of Information Statute, Sec. 1-200. (Formerly Sec. 1-18a), Chapter 14.